

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			

MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below			CONSULTANT: Provide only checked items below in proposal
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Innovations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required for all firms performing non-prequalified services on this project.)

(These forms are not included in the proposal maximum page count.)

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts) **AA**

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RFP SPECIFIC INFORMATION

☐ ENGINEERING SERVICES ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☐ YES DATED _____ THROUGH _____

☐ **Prequalified Services** – See the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with proposal for all firms performing non-prequalified services on this project.**

☐ **Qualification Based Selection** - Use Consultant/Vendor Selection Guidelines.

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualification Based Selection / Low Bid** – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected.

☐ **Best Value** – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required – no proposal required.)

BID SHEET INSTRUCTIONS

Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

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PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section
- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include "N/A" after the bookmark title.
Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time.
Consultants are responsible for ensuring the MDOT receives the proposal on time.

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

Required Bookmarking Format:

- I. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
 - A. Innovations
- III. Qualifications of Team
 - A. Structure of Project Team
 - 1. Role of Firms
 - 2. Role of Key Personnel
 - B. Organization Chart
 - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

**NOTIFICATION
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
TRAFFIC AND SAFETY SERVICES
As Needed Facilitation of Road Safety Audits (RSA)**

CONTROL SECTION(S): 84900

JOB NUMBER(S): 127117

PROJECT LOCATION:
Various locations.

PROJECT DESCRIPTION:

The Consultant(s) will facilitate up to 15 Road Safety Audits (RSA) for proposed Safety Projects and as needed RSA's. This will allow MDOT to get reviews of Safety Projects using RSAs. The consultant's expertise in RSA's will enable MDOT to confirm that all the safety countermeasures will be considered. **Up to 5 Consultants** can be selected for this RFP.

ANTICIPATED SERVICE START DATE:
June 1, 2015

ANTICIPATED SERVICE COMPLETION DATE:
October 1, 2017

This selection is for a 2.5 year period.

DBE PARTICIPATION REQUIREMENT:
N/A

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Safety Studies

SECONDARY PREQUALIFICATION CLASSIFICATION(S):
N/A

CONSULTANT REQUIREMENTS:

The Consultant must have completed the RSA NHI-380069 training class.
The Consultant must have facilitated and completed an RSA in Michigan, United States or International, following generally accepted guidelines for completing RSA's.

MDOT PROJECT ENGINEER MANAGER:

Carissa McQuiston,
PE Non-Motorized Safety Engineering Specialist
Safety Programs Unit
Michigan Department of Transportation
Murray D. Van Wagoner Building
P. O. Box 30050
Lansing, Michigan 48909
Phone: 517-335-3834
Fax: 517-373-2330
E-mail: McQuistonC@Michigan.gov

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.), when applicable.

GENERAL/BACKGROUND INFORMATION:

One of the principles of The Michigan Strategic Highway Safety Plan is to integrate safety engineering improvements across the entire roadway system by coordinating efforts with all state and local agencies that have a hand in addressing public safety issues. One of the ways by which the MDOT can greatly contribute to reducing the number of fatalities on our roadways is the collaborative effort by the different MDOT divisions, and one of the tools mentioned is the use of Road Safety Audits (RSA).

A RSA is a formal safety evaluation of planned or existing roadways by an independent, multidisciplinary audit team. The team looks for potential safety hazards that may affect any type of road user and suggests measures to mitigate those safety issues. The audit team is composed of transportation professionals and individuals with special skills in safety, law enforcement, and emergency medical services from federal, state and local transportation personnel. The RSA team leader and team members will be conducting field reviews (both day and night) and preparing the audit report with cost estimate and cost effectiveness analysis. Procedures in performing an RSA are detailed in the FHWA RSA Procedure and Guidelines Manual 2008.

MDOT RESPONSIBILITIES:

MDOT project owners will provide five years of crash data, UD-10's, as built plans, drawings, aerials, a van for field review, RSA team members, timing permit, and any relevant information needed for the RSA.

CONSULTANT RESPONSIBILITIES:

- A. The MDOT RSA Project Manager (MDOT RSA PM) will be the first point of contact when determining need for Consultant personnel to aid MDOT in providing services for state jurisdictional work.
- B. Consultant shall furnish all services and labor necessary to conduct and complete the RSA's, described herein.
- C. The Consultant shall also furnish all materials, equipment, supplies, and incidental necessary to perform the Services (other than those designated in writing to be furnished by the Department) consistent in supplying this work. The services shall be performed to the satisfaction of the Department consistent with applicable professional standards.
- D. The Services described herein are financed with public funds. The Consultant shall comply with all Federal and State laws, rules, and regulations.
- E. The Consultant shall notify the MDOT RSA PM, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the MDOT RSA PM.
- F. The Consultant shall provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.
- G. The Consultant shall provide a written Monthly Progress Report to MDOT RSA PM detailing hourly charges and appropriate MDOT job number that Consultant personnel has conducted during time period.
- H. The Consultant will make contact with the MDOT RSA PM every two weeks to report progress and schedule report by phone, e-mail, or meeting.

OBJECTIVES, TASKS AND DELIVERABLES OF THE PROPOSED PROJECT:

The objectives of this phase of the proposed project are as follows:

Task 1: Facilitate Safety Audits

1.1 Identify Interdisciplinary RSA Team – MDOT PM

The Consultant will provide a team leader/facilitator from among the Consultant's qualified engineers to conduct the RSA. RSA project locations are statewide.

The MDOT RSA PM will determine the required disciplines and individuals for the RSA team from the list of potential participants to be provided and recruit an RSA team. The MDOT RSA PM will also schedule the date of the RSA with the team, consultant and project owner.

The Consultant's team leader/facilitator will coordinate the daily RSA schedule (times to go out on site, etc.) with the team members. The audit team members shall be independent of the project, owner and designers.

1.2 Prepare Relevant Data and Documents

The Consultant's team leader/facilitator will coordinate with the Region's PM in obtaining the available relevant data and documents within the Department that are needed by the audit team members. Information provided by the Region's PM may include:

- a. Signal information (if applicable)
- b. Any studies (safety studies, etc.)
- c. As-built plans (ROW plans)
- d. 5 Years of crash data
- e. Traffic volumes
- f. First responders experiences
- g. Aerial photographs
- h. Safety analysis
- i. Proposed plan may be provided is applicable, but should not be included in the RSA packet to the RSA team members.

The Region's PM (project owner) must ensure that pertinent data and documents for the RSA are provided to the consultant team leader/facilitator at least one week before the kick-off meeting (unless a shorter time is allowed by the Department).

Deliverables: Compiled copy of relevant data and documents given to each team member at the kick-off meeting.

1.3 Conduct RSA Kick-off Meeting

The MDOT RSA PM will schedule the kick-off meeting, and notify the RSA team members, Department's PM, Region's PM. The MDOT RSA PM will coordinate a meeting venue and the Region PM (project owner) will ensure that the following are available for the meeting:

- a. Have a conference room available for RSA (two days, typically)
- b. Supply a van (MDOT staff must drive the van)
- c. Provide laptop (Coordinate this with consultant)
- d. Provide projector
- e. Have camera available
- f. Measuring equipment
- g. Invite others regionally (examples):
 - 1. Business owners at site
 - 2. State police
 - 3. Local police
 - 4. Other stakeholders (not open to public)

The Consultant's team leader/facilitator will preside over the meeting and ensure that the following goals are accomplished:

- a. Allow all team members to introduce themselves and give a brief description of their experience. MDOT RSA PM and Region PM may be present during the meeting to give clarification on intricate safety issues.
- b. The Region PM will state any project constraints that the RSA team should be aware of.
- c. The Region PM and other local participants will discuss site details that may be relevant such as type of traffic (school bus, heavy vehicle, pedestrian, bicyclists, farm equipment, etc. that will help in the audit process), etc.
- d. Explain the RSA scope, objectives and goals of the selected project to the team.
- e. Identify team roles, responsibilities, evaluation and reporting procedures.
- f. Lead discussion with the team about the project with relevant data and documents including but not limited to crash data, traffic volume history, aerial photographs, design drawings, previous studies/reports, if available, and design criteria and known safety constraints or issues that were discussed by the Department's PM and Regions PM.
- g. Discuss and set RSA completion schedule and report delivery date.

Deliverables: Meeting Minutes (minutes must be brief and to the point). Kick-off meeting powerpoint presentation.

1.4 Perform Field Reviews

After the briefing meeting, the Consultant's team leader/facilitator will lead the field review that will include both daytime and nighttime inspections. The field review may also include peak period and off-peak period observations, which will be determined by the team during the field review.

The Consultant's team leader/facilitator must ensure that the field review is conducted in a manner that is safe and maximizes time and effort. Each RSA team member will provide their own personal protective equipment (PPE) in accordance to their employer's requirements/regulations.

The team shall travel as a unit in a van stopping at different designated places to discuss the team observations and safety improvements. The Region PM/project owner will supply a van that must be driven by an MDOT employee. The facilitator will be responsible for taking notes and photographs during the RSA. Where appropriate, the RSA team will walk the audit site. The field review will include but is not limited to observations of road users' characteristics, surrounding land uses and traffic flow within and nearby the study area.

Deliverables: Photos, field review notes and team member sketches

1.5 Conduct Findings Meeting

At the end of the field review, the Consultant's team leader/facilitator will conduct a findings meeting to discuss and consolidate the team findings in order to formulate and prioritize the identified safety recommendations.

The team will decide by consensus, which recommendations are to be included in the report. Any comments, observations and safety improvement recommendations that do not go forward will be put into a spreadsheet and recorded together with the reasons why the issues are not to be considered. Safety improvement recommendations that are carried forward will be included in the report.

Deliverables: RSA team findings and prioritized safety improvement recommendations in a powerpoint presentation (presentation should be turned in as a deliverable of the RSA). The lists of comments, observations and recommendations that were not considered by the audit team in spreadsheet format shall also be submitted.

1.6 Prepare Draft RSA Findings Report

The Consultant will write the draft audit report ensuring that all agreed upon comments and recommendations discussed during the findings meeting are included in the report.

The draft RSA report shall prioritize and categorize safety issues with recommended safety improvements. The Consultant must provide preliminary cost estimates and benefit/cost analyses (if applicable) for the recommended safety improvements. The Consultant's team leader/facilitator shall forward the draft RSA report within two weeks of the findings meeting to the MDOT RSA PM and RSA team members for their review and comments.

1.7 Conduct Cost Analysis and Highway Safety Manual Analysis

The Consultant will provide cost analysis and Highway Safety Manual analysis needed to support the safety improvement recommendations by the RSA team. The analysis includes cost estimating and benefit to cost ratio (if applicable). From the cost/HSM analysis results, safety improvements (recommended by the RSA team) will be categorized as low, medium and high cost improvements.

Deliverables: Cost and HSM analysis results and list of safety improvement recommendations by priority and category.

1.8 Final RSA Findings Report Submission to Department

After all comments are duly addressed from the RSA team and incorporated into the report, the Consultant's team leader will submit the final report to the MDOT RSA PM and Region PM two weeks following the draft report completion. **The report including all pertinent documents must be wet stamped by the Consultant's team leader/facilitator (Professional Engineer).**

Deliverables: Final RSA Report including all pertinent documents is due two weeks after the draft is completed. Two (2) hard copy of the final report and two (2) hard copy of the pre-RSA data compilation will be required; bound, not in a three ring binder format. One copy going to the MDOT RSA PM and one copy to the Region PM (project owner). All RSA information (final report, supporting data, photos, presentation, etc.) will be submitted to the MDOT RSA PM on a USB flashdrive.

1.9 Post RSA

The Consultant's Team Leader, the MDOT RSA PM and Region PM may convene after the RSA is completed to assess the quality of the RSA and evaluate the contribution of the individual auditors.

Task 2: Develop a database for Safety Audits Lesson Learned (SALL)

The purpose of the SALL is to generate a database of information derived from audit observations and safety improvement recommendations. It will contain recommended measures for every identified safety issue and will also include the safety recommendations that were implemented in projects and those that were not.

The SALL shall serve as an active database for the compendium of road safety engineering knowledge and practices. It will provide valuable input to transportation engineering to enhance safety.

- 2.1** The Consultant shall designate a "coordinator" among the Consultant's qualified engineers to meet with the MDOT RSA PM and Region PM for the scope of work, goals, objectives, and schedules.
- 2.2** The Consultant shall compile all the RSA reports completed. The reports shall be sorted by counties, route names, demography, safety recommendations, and project manager responses to the audit reports, report data, and other information essential for SALL. The Consultant shall verify those safety recommendations specified in the RSA reports that were carried out in the project by either checking the final contract drawings and/or checking the actual field site.
- 2.3** The Consultant shall develop a database and/or a spreadsheet. The database shall be given to the Department's PM. The successful Consultant shall continue to update the database with pertinent data as it is developed during the duration of this agreement.

Deliverables: The Consultant shall provide copies of the database (hard copy and in portable electronic format).

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor

rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

This scope is for “as needed” services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

All billings for services must be directed to the Department and follow the current guidelines. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan’s Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT’s Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT’s travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT’s Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT’s overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.